# Search an Audit Log

The Check Capture Administrator (CCA), Check Capture Operator (CCO), Check Capture Lead Operator (CCLO), and Lead Operator Supervisor (CCS) can search audit logs related to check processing activities. The CA and CO can search audit logs related to card processing activities. Depending on your role, you can search for and view only specific audit logs. To search an audit log, complete the following steps:

- 1. Click the Administration tab.
- 2. Click **Audit**. The Search Audit Logs page.
- 3. Enter the search criteria for the activities you would like to view.

#### Under Search Criteria, optional

Select a Module type.



#### Application Tip

**Module** options include **Administration**, **Check Capture**, **Check Processing**, and **Deposit Processing**. Card Processing **Module** options include **Administration** and **Card Processing**. The **Module** drop-down options vary by user role.

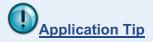
- Enter a User
- Select an OTC Endpoint
- Enter the **From** and **To** date and time ranges, required



## **Application Tip**

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format and cannot exceed 30 days.

- Select a **Keyword**, required
- Select a Category Name, required



The **Keyword** and **Category Name** drop-down options vary by user role.

- Enter the Terminal ID
- Enter the Batch ID
- Select an Event Type



**Event Types** are categories of events that are recorded by the audit log.

**Table 4. Event Types** 

| Event Type    | Description   |
|---------------|---|
| All           | Includes all event types in the audit log   |
| Error         | Error entries are created when the system is unable to complete an action.  |
| Informational | Information entries are general records of the activity that has happened while using OTCnet.   |
| Warning       | Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users. |

• Select an Operation Mode



**Operation Mode** options include **All**, **Online**, or **Offline**.

4. Click **Search**. The *Search Results* table appears below.



### **Application Tip**

If you run a search without specifying any criteria, the search results include all activities in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search.



# **Application Tip**

Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

5. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry. The *View Audit Log Details* page appears.



## **Application Tip**

If the audit log records contain Personally Identifiable Information (PII) the data is masked.



## **Application Tip**

Additional buttons on the pages that help you perform other tasks:

- Click Previous to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.